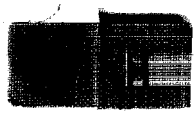
Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390029-0

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390029-0

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390029-0

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390029-0

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390029-0



Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390029-0

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390029-0

DD/I Filing Workshop 16 November 1959

STUDENT'S CRITIQUE

This is the first of a series of Filing Workshops. Your constructive suggestions and favorable or unfavorable comments will help us develop the future Workshops. Rereading today's Schedule may help you with this Critique. You need not sign this. Use the back or extra sheets if you require more space.

1. What part of the Workshop did you find:
   a. Interesting--

   b. Beneficial--

   c. Informative--

   d. Not Useable--

2. a. If you use the Subject Numeric (SN) System in your Office, do you feel you benefited enough to make the day here worthwhile?

   b. Or--if you don't use the SN System, do you feel the Workshop was sufficiently beneficial to help with your existing filing duties?

3. If you don't use the SN System, would you encourage its use as a result of this Workshop? Please explain why?

4. a. Was the SN System covered sufficiently for you to be able to install it?

   b. Or--were too many items omitted for you to use a Handbook and install it?

5. a. Please list points you feel should be elaborated and kind of elaboration.

   b. Please list items you feel should be put in the future Filing Workshops.

6. What groups do you feel should attend this Workshop? (e.g. working file clerks, file supervisors, secretaries, Admin. Assistants, or others.)

7. Remarks.

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390029-0